

file
Records

RECORDS MANAGEMENT TALK

Introduction-

Good Morning !

It is always a distinct pleasure and a flattering experience for a person to be asked to speak about his own work. So, when [redacted] proposed to me last Thursday that I tell you very succinctly about the work of the Records Management Staff I quickly accepted the opportunity.

25X1A9a

Looking at this ~~group~~, however, I feel just a little bit apprehensive about my assignment because there are some among you who are already

~~specialists in the field of Records Management. There are others who have acquired a considerable knowledge in the field, if I understand [redacted]~~

25X1A9a

25X1A9a [redacted] properly, because last week when on very short notice he was given called into [redacted] he was able to give a very good explanation of the Records Management Program, so maybe he is the one who should be giving this talk instead of me. However, you have come here by command to hear me and I hope that this will be one of many such requirements for all of us to exchange our viewpoints and our experiences. I know that I am going to enjoy the next few minutes discussing this subject with you, and I hope that you do to.

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What is Records Management? To me, ~~Records Management~~ is one of the services that the Management Staff has to offer the Agency to help it solve its problems. I say, service, because unless we look upon our work ~~as a service function, we fail to capitalize on its full significance, and~~ as a result we will not be able to be as well accepted if it were not

~~sufficiently statement of the functions of the staff~~
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~~is a service that makes available the techniques for the efficient use~~
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